



SUBJECT: Tobacco Usage

REFERENCE:

1. PURPOSE

To establish policy and procedures to provide employees and students a healthful environment. Studies concerning the effects of passive smoke inhalation on non-smokers conclude that exposure to smoke may be harmful to one's health. There is also evidence to indicate that other forms of tobacco usage may be harmful to one's health.

2. SCOPE AND APPLICABILITY

The issuance applies to all campuses and central administrative units of Southern West Virginia Community and Technical College.

3. DEFINITIONS

Tobacco Usage: Refers to usage of all forms and types of tobacco, i.e., smoking tobaccos, chewing tobaccos and snuff.

4. POLICY

All locations of Southern West Virginia Community and Technical College are designated as non-tobacco usage facilities.

1. Signs will be posted to inform the general population that tobacco usage is not permitted.
2. This policy applies to college buildings and state vehicles.
3. Tobacco usage is permitted in areas outside college buildings.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS



7. RESPONSIBILITIES AND PROCEDURES

- A. Department heads and supervisors will be responsible for adherence to the policy in their specified areas of supervision.
- B. All employees have an obligation to see that the provisions of this policy are adhered to. Faculty are to ensure compliance by students enrolled in each of their classes while the campus counselor and other campus staff ensure compliance by students in other areas of the campus.
- C. Those violating this policy will be appropriately disciplined according to employee discipline processes or student discipline procedures.
- D. The College will endeavor to provide education and assistance to those students and employees desiring to refrain from tobacco usage.

8. CANCELLATION

SCI 1375

9. SIGNATURE

President

Date

Attachments

Distribution

All Employees and Students

Revision Date

January 1, 1988
August 1, 1991
September 1, 2000